

# FINANCE REPORT

April 2018 Board Meeting  
Financial Reports for the Month Ending April 30, 2018

# FY-2018 Operation Budget Projections

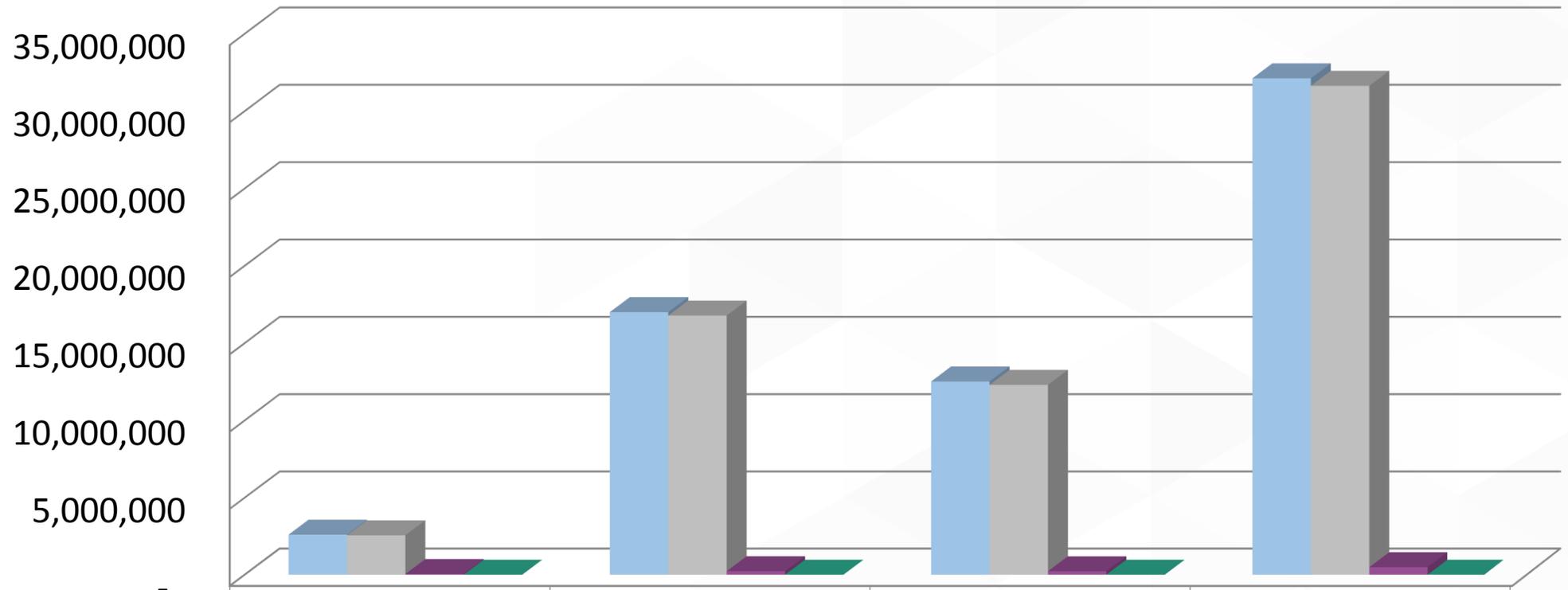
As of April 30, 2018



FY-2018 Budget Work Program \$109,164,049

# FY-2018 Payroll Costs

As of April 30, 2018



	Administration	Residential	Non-Residential	Total
■ YTD Budget	2,596,401	17,002,528	12,518,604	32,117,532
■ YTD Expenditures	2,557,161	16,778,422	12,296,402	31,631,985
■ YTD Actual to Budget Variance	39,239	224,106	222,202	485,547
■ % Variance	1.5%	1.3%	1.8%	1.5%

# GENERAL REVOLVING FUND REVENUE

As of April 30, 2018

	Revenue Source	FY-18 Budget	Budget to Date	Receipts	Over (Under) Variance
	SSI and SSA	\$ 200,000	\$ 166,667	\$ 118,546	\$ (48,121)
	Income from Rent	9,576	7,980	10,883	2,903
	School Breakfast/Lunch Program	248,000	206,667	205,897	(770)
	Refunds & Reimbursements	348,693	290,577	315,184	24,607
	Sales	17,000	14,166	16,090	1,924
	Other Receipts	38,900	32,416	34,399	1,983
	Charter School State Aid/Grants	898,956	749,130	812,938	63,808
	Child Support	200,000	166,667	118,475	(48,192)
	<b>Total Revolving Funds</b>	<b>\$ 1,961,125</b>	<b>\$ 1,634,270</b>	<b>\$ 1,632,412</b>	<b>\$ (1,858)</b>

# Federal Programs Revenue As of April 30, 2018

FFP Revolving Fund	Projected Annual Revenue	Projected YTD Revenue	Actual Revenue	In-Transit	Variance
Targeted Case Mgmt (TCM)	\$ 3,600,000	\$ 3,000,000	\$ 1,752,023	\$ 232,964	\$ (1,015,013)
Res. Behavioral Mgmt (RBMS)	6,100,000	5,083,333	4,145,406	558,415	(379,513)
Grants (EOP/JABG/Formula/PREA) Fund 4XX	577,586	481,322	525,971	0	44,649
DAC-RSAT/PREA	53,555	44,629	50,036	0	5,407
IV-E Shelter	170,000	141,667	87,328	0	(54,339)
Indirect Cost Reimbursement (OHCA)	175,000	145,833	146,898	0	1,065
<b>Total</b>	<b>\$ 10,676,141</b>	<b>\$ 8,896,784</b>	<b>\$ 6,707,662</b>	<b>\$ 791,379</b>	<b>\$ (1,397,743)</b>

# 700 FUND ACCOUNTS

As of April 30, 2018

## TRUST FUND

Established to account for all the funds a juvenile received or expended while in OJA custody.



**\*\*Cash Balance as of 04/30/2018 was \$277,397**  
Approximately \$18,200.56 is current

## CANTEEN FUND

Established to account for all the funds a juvenile received or expended while in OJA custody.



**Cash Balance as of 04/30/2018 was \$6,113**

## DONATION FUND

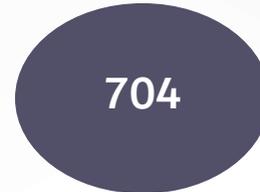
Established to account for all the funds a juvenile received or expended while in OJA custody.



**Cash Balance as of 04/30/2018 was \$1,310**

## VICTIM RESTITUTION FUND

Established to account for all the funds a juvenile received or expended while in OJA custody.



**Cash Balance as of 04/30/2018 was \$9,695**

# EMERGENCY PURCHASES

As of March 31, 2017



There were no emergency purchases since the last Board meeting

# SOLE SOURCE PURCHASES

As of April 30, 2018

There were no sole source purchases since the last Board meeting

Office of Juvenile Justice and Delinquency Prevention (OJJDP) monitoring and technical assistance site visit conducted March 6, 2018-March 8, 2018. The following grants were monitored:

2015-JF-FX-0016,  
2016-JF-FX-0012,  
2017-JF-FX-0030

There were no findings or need for recoupment. Three issues were communicated:

Issue 34940: OJA submitted multiple revisions to the FFRs for the last quarter ended December 31, 2017, the OJA should enhance processes or procedures to ensure that all expenditures reported on future FFRs are properly reported, supported, and reconcile to the amounts recorded in your accounting system. Additionally, all accounts should be analyzed, reviewed and reconciled timely and include sufficient detail to ensure balances are recorded and agree to actual ledgers on a regular basis, at least quarterly.

Response: We do not disagree with this issue. OJA does not have separate policy for grant revenue. All revenue and expenditure accounting has been treated the same. OJA policy does specifies all federal requirements will be adhered to. OJA will develop procedures that will formally document and be consistent with the requirements of Title 2 Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and the 2017 Department of Justice Grants Financial Guide.

Issue 34941: OJA submitted their subaward information to the Federal Funding Accountability and Transparency Act (FFATA) Subaward Reporting System (FSRS) during the site visit (late). The OJA should enhance their Federal Grants Management policy and procedures that specifies a process for compliance with the FFATA reporting requirements and timely submission of reports.

Response: OJA does not object to this issue. OJA will develop Federal Grants Management Policy that specifies a process for compliance with the FFATA reporting requirements.

Issue 34942: OJA does not have adequate policies and procedures specific to subrecipient pre-award, post-award monitoring, and closeout process to ensure it meets the requirements as laid out in 2 C.F.R. § 200.303 and 200.331.

Response: OJA does not object to this issue. OJA will develop Federal Grants Management Policy specific to subrecipient pre-award, post-award monitoring, and closeout process to ensure OJA meets the requirements as laid out in 2 C.F.R. § 200.303 and 200.331



Thank You!

## Follow Us



@ok\_oja



OklahomaOJA



Office of Juvenile Affairs

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Oklahoma City, OK 73118

[www.ok.gov/oja](http://www.ok.gov/oja)

[info@oja.ok.gov](mailto:info@oja.ok.gov)

(405)-530-2800

# 2018/19 COJC Calendar

2018

July						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
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2019

January						
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## OYACS School Calendar 2018/19

<span style="background-color: red; color: white; padding: 2px;"> </span> No School/Holiday	<span style="background-color: orange; padding: 2px;"> </span> PTC/Open House
<span style="background-color: blue; color: white; padding: 2px;"> </span> OJA Training Day	
<span style="background-color: purple; color: white; padding: 2px;"> </span> First/Last Day of School	
<span style="background-color: yellow; padding: 2px;"> </span> Professional Development Days	

# 2018/19 SWOJC Calendar

2018

July						
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# Rates and Standards

<b>Fixed</b>			
Annual/Bed	\$	20,000.00	
Fixed Rate Threshold		50.0%	
<b>Variable</b>			
Level of Difficulty Diff	\$	29.00	
Base	\$	22.63	
Tier 0	\$	22.63	15.0%
Tier 1	\$	51.63	35.0%
Tier 2	\$	80.63	35.0%
Tier 3	\$	109.63	10.0%
Tier 4	\$	138.63	<u>5.0%</u>
			100.0%

- The fixed amount is available quarter by quarter as long as during the previous quarter the shelters utilization was 50% or more
- The variable amount starts at \$22.63 (foster care daily rate) and is increased by \$29.00 for each Tier achieved and is accumulative.
- The Tier will be determined by OJA staff based on evaluation of documentation.

# RATES-BASED CONTRACTS SHELTER SYSTEM

- TIER 0 - Basic daily rate based upon a placement with no discernable or documented mental, emotional, physical, or behavioral needs, or whose stay is brief (overnight pending move, etc). Shelter residents entering with no historical documentation of mental, emotional, behavioral, or physical need will be defaulted to this rate.
- TIER 1 - Documented symptomatology of a lower intensity, duration, frequency, or signifying a transitory or situational level of disruption caused by a specific environmental stressor.
- TIER 2 - Documented symptomatology of a higher intensity, duration, frequency, or signifying a temporary or longer-term (duration of at least 6 months) situational level of disruption caused by a specific environmental stressor.

# RATES-BASED CONTRACTS SHELTER SYSTEM

- TIER 3 - Documented symptomatology of a high intensity, duration, frequency, or signifying a chronic level of disruption (6 months+) caused by general environmental stressors.
  - Documented history of aggressive, violent, and/or sexually inappropriate behaviors.
  - Youth may be re-entering community from a higher level of care (inpatient hospitalizations, secure detention or secure care, residential substance abuse treatment, and/or sex-offender programs).
  - Documented history of issues that remain frequent and pervasive states of duration, frequency, and intensity.
- TIER 4 - Documented chronic physical, emotional, mental, or behavioral problems that require the highest possible level of supervision (1:1 care).
  - Youth's inability to sufficiently or safely manage self-needs at any given time.
  - Issues documented clearly require constant supervision to ensure safety of placement.
  - Issues which merit this level include: constant and significant medical needs, history of sexual acting-out behavior, history of repeated violent, aggressive, or criminal behavior.

# Host Homes

13 beds      Managed by one Youth Service Agency as a state wide program - recruitment and training

1.75% of Foster Care Rate for each youth placed

Annual Cost paid on a monthly basis = 75% FTE + 10% administration

	1.75 *		
13	\$22.63	365 Days	187,913.86
1	35,500	14,200	<u>53,250.00</u>
			241,163.86

## Funding Sources:

DHS Rev.	146,000.00
OJA Approp.	<u>100,000.00</u>
	246,000.00

# Group Homes/Alternatives to Group Homes Incentives

**Tier 0 - Base daily rate of \$138.20 per day**, includes: (1) individual counseling, (2) group sessions and (3) hours of basic living skills/social skills per week. Enrollment and participation in an educational program. Adherence to basic contractual requirements, particularly with regard to individualized treatment planning. **All facilities must meet this basic requirement**

**Tier 1 - Additional \$1.50/Day with achievement of the following:**

- Measurable improvement in pre and post WRAT scores
- Data reports requested by OJA

**Tier 2 – Additional \$1.50/Day with achievement of the following:**

- Measurable improvement and advancement in credit recovery
- Stability of placement (mental health, including in-patient stays; AWOL, etc)
  - No more than four (4) requests per year for transfer of a youth to another Level E facility or medium secure care.

# Group Homes/Alternatives to Group Homes Incentives

**Tier 3 - MANDATORY:** Participation and maintenance of an Emergency Operation Plan; provide updates to OJA 2x yearly  
**Additional \$2.00/Day with achievement of at least two (2) of the following:**

- Participation in at least two (2) family counseling/family engagement sessions
- Participation in community service projects
- Successful completion of at least one (1) community/family pass that includes structured, meaningful activities related to the OJA Core 4.
- Complete portfolio for youth aged 16+, includes: birth certificate, social security card, permit/driver's license or state ID and a list of resources in their local community.
- Specialized treatment programs, such as Substance Abuse and Sex Offender treatment. This will be based upon provision of assessment/evaluation(s) and evidence-based programming by a certified or credentialed service provider.

**Tier 4 - Additional \$2.50/Day with the completion of at least two (2) of the following:**

- High school diploma or GED
- Verified enrollment in continuing education in the youth's local community
- Vocational program/certificate
- Participation in monthly family counseling/family engagement sessions
- Maintaining part-time employment
- Successful completion of at least two (2) community/family pass that includes structured, meaningful activities related to the OJA Core 4.



**Oklahoma Youth Academy Charter School**  
**Combined Statement of Revenues, Expenditures and Changes in Fund Balances**  
**As of April 30, 2018**

<u>2017-2018</u>	OJA General and Revolving Funds	Fund 250	Totals as of 04/30/2018	COJC	SOJC	Total
<b><u>Revenues</u></b>						
State Aid	\$ -	\$ 624,340.95	\$ 624,340.95	\$ 312,170.49	\$ 312,170.46	\$ 624,340.95
Title I N&D	-	153,772.93	153,772.93	76,089.97	77,682.96	153,772.93
IDEA-B		33,850.29	33,850.29	23,400.70	10,449.59	33,850.29
STEM		973.80	973.80	973.80		973.80
Child Nutrition Program _Breakfast	-	79,308.96	79,308.96	42,420.53	36,888.43	79,308.96
Child Nutrition Program _Lunches	-	126,588.03	126,588.03	67,699.41	58,888.62	126,588.03
Refunds		2,199.93	2,199.93	2,051.80	148.13	2,199.93
Office of Juvenile Affairs **	990,192.14		990,192.14	532,116.49	458,075.65	990,192.14
<b>Total Revenues</b>	<b>\$ 990,192.14</b>	<b>\$ 1,021,034.89</b>	<b>\$ 2,011,227.03</b>	<b>\$ 1,056,923.19</b>	<b>\$ 954,303.84</b>	<b>\$ 2,011,227.03</b>
<b><u>Expenditures</u></b>						
Payroll Expenses	\$ 925,022.78	\$ 766,494.83	\$ 1,691,517.61	\$ 884,157.25	\$ 807,360.36	\$ 1,691,517.61
Professional Services	6,250.00	1,150.00	7,400.00	3,700.00	3,700.00	7,400.00
Training and Travel	5,107.91	2,081.23	7,189.14	4,661.77	2,527.37	7,189.14
Operational Expenses	19,257.85	152,050.21	171,308.06	79,097.92	91,634.14	170,732.06
Equipment and Library Resources	34,553.60	-	34,553.60	8,280.95	26,848.65	35,129.60
<b>Total Expenditures</b>	<b>\$ 990,192.14</b>	<b>\$ 921,776.27</b>	<b>\$ 1,911,968.41</b>	<b>\$ 979,897.89</b>	<b>\$ 932,070.52</b>	<b>\$ 1,911,968.41</b>
Excess of revenues over (under) expenditures	\$ -	\$ 99,258.62	\$ 99,258.62	\$ 77,025.30	\$ 22,233.32	\$ 99,258.62
Fund Balances July 1, 2017	-	86,205.15	86,205.15	19,770.36	66,434.79	86,205.15
Fund Balances 2016-2018 School Year	\$ -	\$ 185,463.77	\$ 185,463.77	\$ 96,795.66	\$ 88,668.11	\$ 185,463.77
<b>**OJA Funds</b>						
Fund 19701	\$ 259.63					
Fund 19801	\$ 952,091.93					
Fund 20000	\$ 2,118.92					
Fund 20500	\$ 35,721.66					
	<b>\$ 990,192.14</b>					



**Office of Juvenile Affairs**  
**Oklahoma Youth Academy**  
**Encumbrances for Approval - School Year 2017-2018**  
**May 9, 2018 Board Meeting**

Encumbrance#	Description	Vendor	Campus		Total
			COJC	SOJC	
<b>2018-004</b>	<b>Drinking water for the office(increase amount from \$600 to 864)</b>	<b>Authority Order P-Card/Culligan Water</b>	<b>432.00</b>	<b>432.00</b>	<b>864.00</b>
<b>2018-075</b>	<b>Drinking water dispenser</b>	<b>Staples</b>	<b>167.99</b>		<b>167.99</b>
<b>2018-076</b>	<b>Reimbursement for teachers' certification</b>	<b>Various Employees</b>	<b>500.00</b>	<b>500.00</b>	<b>1,000.00</b>

# OFFICE OF JUVENILE AFFAIRS NEXT GENERATION FACILITY



**FACILITIES COMMITTEE  
UPDATE TO  
BOARD OF JUVENILE  
AFFAIRS  
MAY, 9, 2018**

# EVENTS/MEETINGS/ISSUES (CONTINUED)



- 04/11/2018 – meeting at COJC with geotech/survey professionals to assess the feasibility of using one or both ponds for fire suppression. Guernsey to submit a draft proposal
- 04/11/2018 – meeting at COJC w/Architect to discuss new maintenance facility.
- 04/12/2018 – Meeting with Finance/Procurement Staff to discuss plan to remove surplus property and schedule file destruction.
- 04/15/2018 – Preliminary proposal from APT for new maintenance facility – see next slide
- 04/17/2018 – Received Draft Contract from DLR – see handouts.
- 04/18/2018 – Meeting w/OCIA on Construction Bond
- 04/19/2018 – Finance/Procurement staff inspected out buildings and formulated a plan to remove items and prepare for demolition.
- 04/26/2018 – Records Officer/Surplus Property Manager worked with COJC staff to identify items for disposal and/or sale.
- 04/27/2018 – OMES advised DLR that their contract packet was missing the Certificate of Insurance (COI).

# EVENTS/MEETINGS/ISSUES (CONTINUED)



- Note for ITB/RFP – Working with OMES to add penalty for not meeting expected time-lines and incentives for early completion.
- HB 3086:
  - Effective June 1, 2020, employees hired for service at the Southwest Oklahoma Juvenile Center in Manitou shall be considered unclassified and ENR. H. B. NO. 3086 Page 3 employed in a term-limited appointment. If state services continue at the facility after the designated term, the employee may be transferred into a non-term-limited position. Current employees and employees hired prior to June 1, 2020, shall not be subject to this provision.



# MAINTENANCE BUILDING PRELIMINARY EST.



The following is a quick estimate of costs and time regarding the project we discussed. I know you are in a rush and wanted to put these preliminary numbers in front of you in the interest of conserving time.

1. Estimated Cost: 50'x100' Pre-Engineered metal building with full interior finish-out =  
5,000 sf at an estimated \$130/sf = \$650,000.00 PRELIMINARY ESTIMATE CONSTRUCTION COST.
2. Estimate of Fee = \$43,925.00 Broken down as follows:
  - Architecture (Includes Structural, Mechanical, and Electrical Engineers) = \$650,000.00 \* 6.25% = \$40,625.00
  - Civil Engineer (Reimbursable) = \$2,500.00
  - Permits (State Fire Marshal and City of Tecumseh) = \$1,000.00 (Includes extra for expedited state review)
  - Soils Testing (Reimbursable) NOT INCLUDED/PROVIDED BY THEE OWNER
  - Survey (Reimbursable) NOT INCLUDED/PROVIDED BY THE OWNER.
3. Estimated Timeline = 12 Months Broken down as follows:
  - Execute Consultant Contract – 1 Month
  - Create Construction Documents – 3 Months
  - Permits – 1 Month
  - Bid and execute Construction Contract – 2 Months
  - Construction – 5 Months.

Billy Valt Harris, Architect  
Architecture Planning Technology, LLC.

# WHAT'S NEXT



1. Reach agreement with City of Tecumseh on utilities.
  1. Sewer and water supply
2. Relocate maintenance inside or outside fence? **Begin preparing property south of campus for construction, staging area, and possible borrow pits.**
3. Submit LOI – Since OMES doesn't do this – OJA and DLR would issue letter to measure interest level in project and adjust approach if necessary
4. Work with Neighbors/City/County to obtain alternate facility access for construction/emergencies
5. Negotiate final agreement with DLR
6. Continue to improve the master plan
7. Issue Request for Qualifications
8. Continue to develop criteria package
9. OMES to issue RFP/ITB and supervise evaluation/selection process according to Construction and Properties policies and procedures.
10. Determine stipend fee for 3 to 5 prospective design builders.

# Timeline Issues



## Inherent Inefficiencies

1. Government Procurement – Process dictated by title 62. Three stage process
2. Complicated staging due to security concerns – construction on an active 24/7/365 facility.
3. Significant unknowns – this will improve with construction progress. Building on a century old site. Poor records. Building on a “green field” would be simple in comparison
4. Permits, certificates and inspections: e.g., Fire Marshal plan review and inspections.

## Possible Efficiencies

1. Liquidated Damages: Charge the contractor the cost of missing deadlines.
2. Incentive payments: The other side of liquidated damages. Finishing early saves money. Share that savings with contractor as an incentive.
3. Best Value Selection Criteria: Lowest cost is not always the best solution. Design-Build Institute of America (DBIA) recommends selection criteria as follows: 1/3 each, Technical, Cost, Duration. Timeline will be 33% of final decision.
4. Starting smaller projects that can be completed at least in part while conducting procurement process for main campus: e.g. Maintenance Building.

# TIMELINES



- **Contract Negotiations 17 days**
  - Thu 3/15/18 Mon 4/9/18
- **Phase 1: Study and Report 60 days**
  - Mon 4/9/18 Fri 6/29/18
- **Phase 2: RFQ - Prequalification 47 days**
  - Mon 4/30/18 Tue 7/3/18
- **Phase 3: RFP/Proposal 68 days**
  - Mon 7/16/18 Wed 10/17/18
- **Criteria Package/Design phase: 70 days**
  - Mon 4/16/18 Fri 7/20/18
- **Design/Build phase: 660 days**
  - Mon 10/22/18 Fri 4/30/21
- **Facility Occupancy: 29 days**
  - Mon 5/3/21 Thu 6/10/21

# Expenditure Request:



- NG001 – Design fees and construction of maintenance Building - \$750k
- NG002 – Consultant contract to prepare bid documents and provide quality control during construction - \$1.9 mil